

## How to Submit Proposed Documents in Maricopa County

### Submitting a Proposed Order or Proposed Judgment as a main/lead document

Allowed formats: doc, docx

1. The option to file a proposed order or judgment is only available if you selected 'Yes' to the 'First Appearance Fee' question in 'Section 1: Getting Started.'

Change Section 1 Section 2 Section 3 Section 4 Complete  
Your Venue Getting Started Filer Information Action Information Preview & Print Your filing

● Determine the Filer  
● Filing Party(s)

**Filing Party(s)**  
Select All Party(s) or Clear Selection

Please select the party(s) you represent in this submission: \*

☐ Hickmans Egg Ranch Inc, Defendant  
☐ New case participant(s)

Have the party(s) you represent for this submission previously paid an appearance fee? \*

☒ Yes  
☐ No  
☐ N/A

2. In 'Section 3: Action Information', on the 'Main Document – Select' screen, select the box next to 'Order'.

Change Section 1 Section 2 Section 3 Section 4 Complete  
Your Venue Getting Started Filer Information Action Information Preview & Print Your filing

● Main Document - Type

**Main Document - Type**  
Check one main document type and select the document below.

Note: If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

☒ ORDER  
\* Proposed Order/Judgment

3. Select 'Proposed Order/Judgment' from the drop-down menu.

Change Section 1 Section 2 Section 3 Section 4 Complete  
Your Venue Getting Started Filer Information Action Information Preview & Print Your filing

● Main Document - Type

**Main Document - Type**  
Check one main document type and select the document below.

Note: If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

☒ ORDER  
\* Proposed Order/Judgment

☐ PETITION - select document -  
\* Proposed Order/Judgment  
Special Master Order

Got a question?  
• What does 'main' document mean?

4. Attach your document on the 'Review and Prepare your Documents' screen. Click on the 'Attach' link next to 'Proposed Order' under the 'Attach Your Documents' section

The screenshot shows the 'eFile and eServe' interface. On the left, there's a sidebar with 'eFile and eServe' and 'File Electronically'. The main area is titled 'Review and Prepare Your Documents'. It includes a 'Maricopa Filing Fees' section on the left with a table showing fees. The main content area has a 'Review / Edit Your Answers' button and a 'Next' button. Below this, there's a section for 'Your Completed Forms' with links to 'Summary Sheet' and 'Advisement'. The 'Attach Your Documents' section is at the bottom, with a red box highlighting the 'Attach' button next to 'Proposed Order/Judgment'.

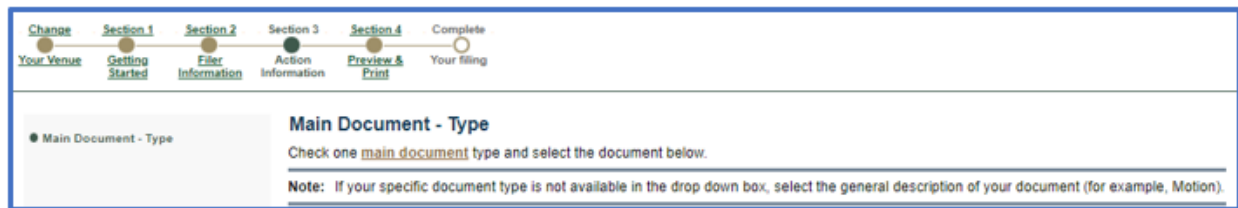
- Enter the document title without special characters.
- Press the Browse button. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 10MB. The chosen document must be submitted in an editable format such as .doc or .docx.
- Press the Save Button. Depending on the size of your file, this attachment process could take several minutes. When the attachment process is completed, this Attach Document window will automatically close.

The screenshot shows the 'Attach Main Document' window. It has a title bar and a main content area. The content area includes a message: 'Only MS Word documents (.docx or .doc) can be attached for this Document Type.' Below this, there's a section for 'Allowed attachment extensions: doc, docx'. The 'Document Type' is set to 'Proposed Order/Judgment'. There's a text input field for 'Title/Description \*'. Below the input field, there's a 'Choose File' button and a 'No file chosen' label. A red box highlights the 'Choose File' button. At the bottom left, there's a 'Save' button, also highlighted with a red box.

### Submitting a Proposed Order or Proposed Judgment as a connected (supporting) document

Allowed formats: docx, odt

1. In 'Section 3: Action Information', on the 'Main Document – Select' screen, select the box next to the category that best describes your lead document, then select the appropriate document description from the drop-down menu



Change Section 1 Section 2 Section 3 Section 4 Complete  
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

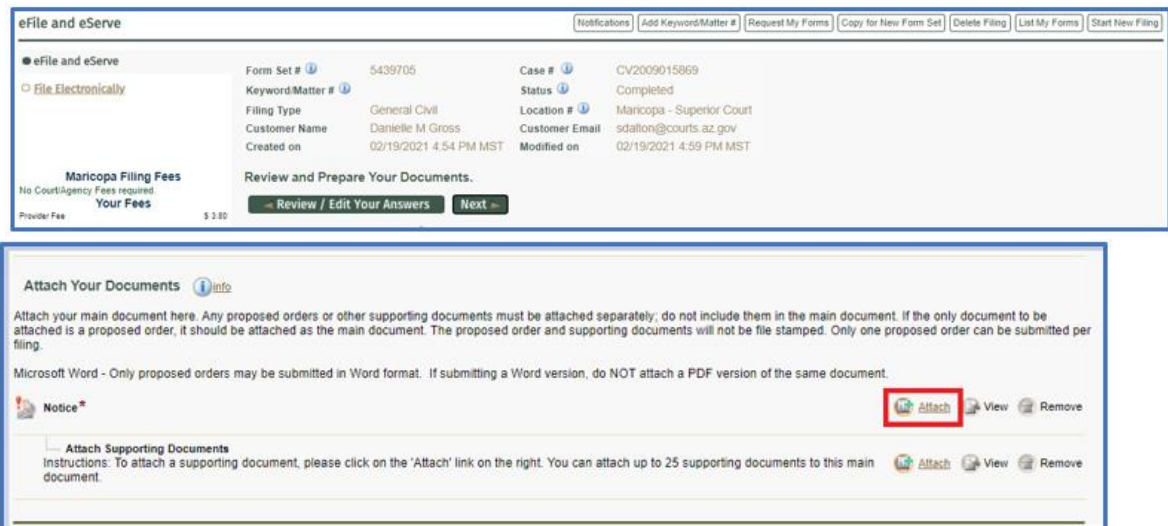
● Main Document - Type

### Main Document - Type

Check one main document type and select the document below.

**Note:** If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

2. Attach your main document on the 'Review and Prepare Your Documents' screen. Click on the 'Attach' link next to the lead document you have selected under the 'Attach Your Documents' section. The lead document must be submitted in a PDF format.



eFile and eServe

Notifications Add Keyword/Matter # Request My Forms Copy for New Form Set Delete Filing List My Forms Start New Filing

● eFile and eServe

○ File Electronically

Form Set # 5439705 Case # CV2009015869

Keyword/Matter # Status Completed

Filing Type General Civil Location # Maricopa - Superior Court

Customer Name Danielle M Gross Customer Email sdalton@courts.az.gov

Created on 02/19/2021 4:54 PM MST Modified on 02/19/2021 4:59 PM MST

**Maricopa Filing Fees**

No Court/Agency Fees required

**Your Fees**

Provider Fee \$ 3.00

Review and Prepare Your Documents.

Review / Edit Your Answers Next

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**Attach Your Documents** [info](#)

Attach your main document here. Any proposed orders or other supporting documents must be attached separately; do not include them in the main document. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped. Only one proposed order can be submitted per filing.

Microsoft Word - Only proposed orders may be submitted in Word format. If submitting a Word version, do NOT attach a PDF version of the same document.

**Notice \***

[Attach](#) [View](#) [Remove](#)

**Attach Supporting Documents**

Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document.

[Attach](#) [View](#) [Remove](#)

3. Attach your proposed document as a Supporting Document. Click on the 'Attach' link next to 'Attach Supporting'.

**Attach Your Documents** [info](#)

Attach your main document here. Any proposed orders or other supporting documents must be attached separately; do not include them in the main document. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped. Only one proposed order can be submitted per filing.

Microsoft Word - Only proposed orders may be submitted in Word format. If submitting a Word version, do NOT attach a PDF version of the same document.

**Notice\***

**Attach Supporting Documents**  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document.

[Attach](#) [View](#) [Remove](#)

**Attach Supporting Document**

Only MS Word documents (.docx or .doc) can be attached for this Document Type.

Allowed attachment extensions: doc,docx

**Main Document:** Notice

**Document Type \*** Proposed Order/Judgment (Supporting)

**Description of Document (i.e. Exhibit A) \***

**Attach Supporting Document** Choose File No file chosen

**Save**

- A. Select Proposed Order/Judgment (Supporting) from the drop-down menu.  
*\*Unless you are filing into an Eminent Domain case, do NOT select Proposed Order/Judgment - Condemnation (Supporting). See note below for more details regarding the Proposed Order/Judgment – Condemnation document type.*
- B. Enter the document title without special characters.
- C. Press the 'Browse' button. A pop-up window will open. Select your save file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 10MB. The chosen document must be uploaded in an editable format such as .doc or .docx.
- D. Press the 'Save' button. Depending on the size of your file, this attachment process could take several minutes. When the attachment process is completed, this 'Attach Document' window will automatically close.

Note: Proposed Orders/Judgement of Condemnation and Proposed Orders of Immediate Possession in Eminent Domain cases should only be used when filing into Eminent Domain cases. This option allows the specific types of proposed orders normally filed in Eminent Domain cases to be filed as a PDF rather than in an editable format as required for all other types of proposed orders. This allows filers to include legal descriptions of property in their orders